

2023-1291 Director of Major and Planned Giving

Saint Mary's University of Minnesota is seeking to hire a Director of Major and Planned Giving for our Minneapolis campus. This position will serve as a trusted philanthropic advisor and member of the senior leadership team. This individual manages a team of advancement professionals and is responsible for advancing the development, implementation, marketing and management of a major and planned giving program for the university as well as provide guidance and oversight to the university grants program. In addition to their management and personal portfolio responsibilities, the director of development will work closely with deans and directors in engaging them in the advancement process through identifying, cultivating, and soliciting potential benefactors. Significant travel is required and the cultivation and solicitation of major and planned gifts from prospective benefactors is a top priority.

- Essential Functions:
 - Serve as a trusted philanthropic advisor; Meet individual fundraising and contact goals; Manage a portfolio of prospects including identification, qualification, cultivation, and solicitation of major outright and planned gifts while traveling as needed in fulfillment of these duties. (70%)
 - Manage a team of approximately five (5) advancement professionals (20%)
 - Work collaboratively with internal deans and directors and provide guidance and support with advisory councils and programmatic specific solicitations (10%)
- Accountability:
 - Will prepare a list of performance expectations for the academic year after consultation with the vice president for advancement.
 - Ongoing performance will be measured by review and feedback based upon observation by the vice president for advancement. Such review will include the accuracy and timeliness of task and project completion.
 - Communication of the University's vision, objectives, and mission as observed and reviewed by the vice president for advancement.
 - The vice president for advancement will review overall performance against stated performance expectations at least annually.
- Perform other duties as assigned.

Essential Skills and Functions:

- A career history of commitment to the highest professional and ethical standards including confidentiality.
- Proven ability to handle multiple tasks simultaneously while giving appropriate attention to detail.
- Proven ability to interact with varied constituencies in a collegial and professional manner.
- Ability to meet performance goals while working in a remote environment.
- Demonstrates multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. The incumbent is expected to support the mission of the University through their work with faculty, staff, students, and alumni and friends of the university.
- A record of increasing scope and responsibility in institutional advancement leadership, including budget oversight and management.
- Requires travel, including evenings and occasional weekends.
- Ability to take advice and guidance in a positive and productive manner.
- Required:
 - Bachelor's degree from an accredited institution.

- o At least five years of progressive experience as an advancement, fundraising, or alumni professional.
- Preferred:
 - o Graduate degree and/or postbaccalaureate certification in fundraising preferred.
 - o Extended experience as an advancement, fundraising, or alumni professional including leadership of and/or critical participation in a significant comprehensive fundraising campaign.
 - o Working knowledge and/or experience with two-year and/or four-year higher education.
 - o Proficiency with computer and development software (Raisers Edge NXT).
- May consider other acceptable equivalent combinations of training and experience.

Apply online at <https://hive.smumn.edu/about/offices/human-resources/employment-opportunities> and please include a cover letter, resume, and contact information for three professional references.

Saint Mary's University of Minnesota believes inclusion and human dignity contributes to a robust academic and work environment and is critical to achieving the University's mission in an increasingly diverse society. Individuals with expertise and diverse skills from underrepresented groups are especially encouraged to apply. Saint Mary's University of Minnesota is an equal opportunity/affirmative action employer. The successful candidate must support, respect, and advance the [mission](#) of Saint Mary's University as a Lasallian Catholic institution.

Saint Mary's offers a comprehensive benefit package including health, dental, vision, life and disability insurance, flexible spending, retirement pension plan, and both undergraduate and graduate tuition remission plans. Salary range: \$80,000 - \$110,000.

All offers of employment are contingent upon the successful completion of a criminal background check.